



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	MANAGEMENT ANALYST IV
Posting Number	PN# 113327
Department	Health & Human Services Department
Division	Office of Surveillance and PH Preparedness
Section	Public Health Preparedness
Reporting Location	8000 N Stadium Drive
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

9 **DESCRIPTION OF DUTIES**  
Supervises, coordinates and reviews departmental operations and procedures. Develops various management reports for implementing revised management procedures and policies. Serves as the primary liaison to effectively manage financial policies, procedures and systems.

**CORE FUNCTIONS**  
➤ Develops Public Health Preparedness plans.  
➤ Oversees Public Health Preparedness grant deliverables.  
➤ Coordinates, prepares, and reviews financial and management reports, such as budget reviews and projections.  
➤ Handles various special projects as assigned.  
➤ Reviews, researches, and surveys requests to assess operational improvements and implements revised management procedures.

10 **WORKING CONDITIONS**  
The position is physically comfortable, the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field closely related to the job.

12 **MINIMUM EXPERIENCE REQUIREMENTS**  
Six (6) years of professional experience in Accounting, Budget Analysis, Finance, Public Administration, or a field closely related to the job are required.

13 **MINIMUM LICENSE REQUIREMENTS**      None

14 **PREFERENCES**  
➤ Experience in Public Health Preparedness and/or Emergency Management.

15 **SELECTION/SKILLS TESTS REQUIRED**      None

16 **SAFETY IMPACT POSITION**      ☐ Yes    ☒ No  
This position is not subject to random drug testing however if candidate is promoted into this position, he/she must pass an assignment drug test.

17 **SALARY INFORMATION**      **GRANT FUNDED POSITION**  
**This position is dependent upon continued available funds.** If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  
Salary Range - Pay Grade 25  
\$1,501-\$2,173 Biweekly    \$39,026- \$56,498 Annually

18 **OPENING DATE**      September 20 2006

19 **CLOSING DATE**      October 10, 2006

20 **APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 759-0838.

An equal opportunity employer